



	No. 04-03
Subject: 2003-04 Year-end Training	Date Issued: 03/04/04
References: CALSTARS Procedures Manual Volume 7	Expires: 06/30/04

PURPOSE:

To provide agencies the 2003-04 year-end training schedule.

BACKGROUND:

Each year, the Department of Finance (CALSTARS) presents year-end training for accounting personnel in CALSTARS agencies who are responsible for planning the year-end process and preparing or reviewing the year-end financial reports. This training is designed to discuss any changes to the State Controller's year-end requirements, review CALSTARS year-end closing instructions and increase awareness of the timing, duration and sequence of steps necessary to meet the filing deadlines.

Year-end training is presented in two sessions:

- Session I is designed to discuss year-end planning, table maintenance and the review of documents and reports. The seminar covers activities to be completed during April, May and June. A slide presentation is also available for viewing on the CALSTARS website as an alternative to attending the seminar.
 - The **seminar** reviews the year-end activities to be completed during April, May and June. **This class is recommended for staff with responsibilities for the year-end planning function, table maintenance, and the year-end review of documents and reports.**
 - The **slide presentation** reviews the year-end activities to be completed during April, May and June. **This slide presentation is offered as an alternative to attending the seminar, allowing staff to access the presentation at their convenience.** The slide presentation can be accessed at www.dof.ca.gov/html/calstars/Training/training.htm.

Session II is presented in a classroom setting. These classes are designed to review standard adjusting entries, the required year-end financial reports, and the CALSTARS automated year-end financial reports. Three levels of classes are offered as part of Session II. The one and two day classes will include a discussion of the new automated year-end closing process. Please refer to COM 04-02 for more information about the CALSTARS Automated Year-end process for Governmental Cost Funds.

- The **one-day class** reviews the steps involved in preparing year-end financial reports and includes an exercise in reviewing financial reports for governmental funds. **This class is recommended for staff with 5 or more years of experience preparing year-end financial reports and staff responsible for the review of year-end financial statements.**

- ❑ The **two-day class** reviews the steps involved in preparing year-end financial reports and includes exercises to complete a practice set of year-end financial reports. **This class is recommended for staff with 3-5 years of experience preparing year-end financial reports.**
- ❑ The **three-day class** covers the same material as the two-day class, but more time is allowed to explain each step in the year-end close process and to complete the exercises included in the practice set. **This class is recommended for staff with less than 3 years of experience preparing year-end financial reports.**

Two seminars and fifteen training classes are scheduled from April 15 - June 24. Please use the above class descriptions as a guideline when determining the appropriate classes for staff.

All of the seminars and classes will be held in Sacramento. We will not be presenting classes in San Francisco or Southern California this year due to travel restrictions imposed by the Governor's Executive Order S-4-03. If staff is unable to attend year-end training due to these restrictions and/or your agency needs further assistance in year-end planning, statement preparation, or any other phase of the year-end process, please contact Marsha Murata at (916) 445-0211, extension 2804, or by e-mail at marsha.murata@dof.ca.gov.

ACTION REQUIRED BY ALL AGENCIES:

SESSION I - YEAR-END PLANNING SEMINAR:

1. Review the attached CALSTARS Year-end Planning Seminar Announcement. Limit participants to those with direct responsibilities for year-end planning, table maintenance, and year-end review of documents and reports.
2. Follow the registration instructions on the seminar announcement. (NOTE: Registration procedures for the seminars are different from registration procedures for training classes; please follow instructions carefully). Although there is no tuition cost, only registered participants will be admitted to the seminars. Participants will be registered on a first-come-first-served basis. Seating is limited.

SESSION II - YEAR-END TRAINING CLASSES:

1. Review the attached CALSTARS Training Announcement. Limit participants to those with direct responsibilities for preparing or reviewing the year-end financial reports.
2. Follow the registration instructions included on the training announcement. The CALSTARS Training Registration form (CALSTARS 102) is attached. Although there is no tuition cost, only registered participants will be admitted to the training classes. Participants will be registered on a first-come-first-served basis.

For questions or assistance with registration, please call Angela Hilton at (916) 445-0211, extension 2811, CNET 485-0211, extension 2811.

/s/Ken Lane

Assistant Program Budget Manager
Attachment

2003-04 Year-End Planning Seminar – Session I

- WHAT:** Seminar on year-end activities to be completed during April, May and June.
- WHO:** **This training session is designed for staff with responsibilities for the year-end planning function, table maintenance, and the year-end review of documents and reports.**
- OBJECTIVES:** To provide agencies with the information necessary to plan for the upcoming year-end close process.
- TUITION:** None
- WHEN:** Section 1 - April 15 9:30 A.M. – 11:30 A.M.
Section 2 - April 20 9:30 A.M. – 11:30 A.M.
- WHERE:** Department of Finance
915 L Street, **Redwood Training Room (Main Level)**
Sacramento, CA
- METHODOLOGY:** This seminar reviews year-end preparation, discusses the first chapter of the year-end manual (Volume 7), and reviews COM 04-01 that displays the 2003-2004 Year-end Closing Schedule.
- REGISTRATION:** Anji Hilton
Department of Finance
CALSTARS
(916) 445-0211 ext 2811
- Please phone Anji Hilton to register for Session I and provide the following information: Name, Department, phone number and the section you will be attending. If more than one person is attending from your Department, one person may call and register all attendees.

APPLY EARLY, SEATING IS LIMITED

Note: This presentation is also available for self viewing on the CALSTARS website at www.dof.ca.gov/html/calstars/Training/training.htm.



COURSE:

**2003-04 Year-End Training -
Session II**

- WHAT:** The 2003-04 year-end training includes a review of year-end adjusting entries and a discussion of the required year-end financial reports. The one-day class includes an exercise to review governmental fund financial reports. The two-day and three-day classes include exercises to complete a year-end financial reports practice set. The one and two day classes will also include a discussion of the automated year-end closing process at the end of each session. Please refer to COM 04-02 for more information about the CALSTARS Automated Year-end process for Governmental Cost Funds.
- WHO:** **These training sessions are designed for staff that prepare or review the year-end financial reports. These sessions are not designed for staff who are only responsible for recording accruals.**
- OBJECTIVES:** Upon course completion, participants will understand the requirements for year-end financial report preparation.
- TUITION:** None
- WHEN:** 8:30 A.M. - 4:30 P.M. - The number of class days is noted in parentheses.
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|---------------------------|---------------------------|-----------------------------|
| Section 1 - May 5-6 (2) | Section 6 - May 25-27 (3) | Section 11 - June 11 (1) |
| Section 2 - May 10-12 (3) | Section 7 - May 28 (1) | Section 12 - June 14-15 (2) |
| Section 3 - May 13 (1) | Section 8 - June 1 (1) | Section 13 - June 16-18 (3) |
| Section 4 - May 17-18 (2) | Section 9 - June 2-4 (3) | Section 14 - June 22 (1) |
| Section 5 - May 20-21 (2) | Section 10 - June 7-9 (3) | Section 15 - June 23-24 (2) |
- WHERE:** Department of Finance
915 L Street, Basement Training Room (Cypress A), Sacramento
- TRAINERS:** CALSTARS Training Unit Staff
- METHODOLOGY:** All classes will discuss the steps involved in the year-end closing process including preparation of adjusting entries and financial statements.
- **One-day course:** Staff with 5 or more years experience in preparing year-end financial reports with at least one year using CALSTARS, and staff responsible for the review of the year-end financial statements should attend. This class includes an exercise to review completed governmental fund financial reports.
 - **Two-day course:** Staff with 3-5 years experience preparing year-end financial reports with at least one year using CALSTARS should attend. This class includes exercises to prepare a set of year-end financial reports for the General Fund.
 - **Three-day course:** Staff who will be preparing year-end financial reports using CALSTARS for the first or second time should attend. This class includes a more detailed review of the material covered in the two-day class and proceeds at a slower pace to allow more time to complete the exercises.

REGISTRATION: Submit a CALSTARS Training Registration form (CALSTARS 102). A copy of the form will be returned to you via interagency mail to confirm your registration. Enrollment in the specific section will be noted in the Notification of Registration Confirmation section of the 102 form. If we are unable to place you in one of your section choices, you will be placed on a waiting list. This will also be noted on the form and returned to you. We will return your registration form within approximately one week after receipt of the form.

Note: Please include your e-mail address and the years of experience you have preparing year-end reports on this form.

Each participant will receive a welcome letter by e-mail approximately two weeks prior to the class with instructions of what materials to bring and a map of the location. If you do not have an e-mail address, you will receive this information via mail.

Late cancellations received 14 days or less in advance of the class will be charged a \$50.00 cancellation fee. CALSTARS agencies will be billed \$100.00 for any registrant failing to attend a class.

STATE OF CALIFORNIA
CALSTARS TRAINING REGISTRATION
CALSTARS 102 (REV 07/03)

TO: CALSTARS Training Coordinator
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA 95814
FAX: (916) 323-4049
E-mail: caltrng@dof.ca.gov

Telephone reservations will be accepted only during the last five working days before the first day of training. Telephone (916) 445-0211, Extension 2811, CNET 485-0211

- Forward completed form to the CALSTARS address above or FAX to (916) 323-4049, CNET 473-4049.
- Cancellations received more than 14 days in advance of the first class will be accepted without charge.
- Late cancellations will be charged \$50. (Monarch - \$200).
- "No-shows" will be charged \$100. (Monarch - \$200).

TRACK NUMBER	CLASS TITLE	YEARS OF EXPERIENCE PREPARING YEAR-END REPORTS (FOR YEAR-END TRAINING CLASSES ONLY) :
PREREQUISITES: Does the participant meet the prerequisites for the class as stated in the training announcement? YES <input type="checkbox"/> NO <input type="checkbox"/>		Does the training directly relate to the current job assignment? YES <input type="checkbox"/> NO <input type="checkbox"/>
		BRIEF JOB DESCRIPTION:

	SECTION NUMBER	SECTION DATES
1 ST CHOICE		
2 ND CHOICE		
3 RD CHOICE		

TRAINING PARTICIPANT'S NAME (as it is to appear on the training certificate)		PARTICIPANT'S E-MAIL ADDRESS	
UNIT		ORGANIZATION CODE	
AGENCY		CIVIL SERVICE CLASSIFICATION TITLE	
ADDRESS	ZIP CODE	PARTICIPANT'S WORK PHONE NUMBER	EXTENSION
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PLEASE DESCRIBE ANY DISABILITIES WHICH MAY IMPACT THE REGISTRANT'S PARTICIPATION IN THE TRAINING CLASS. ALSO IDENTIFY REASONABLE ACCOMMODATIONS (IF ANY) WHICH WILL BE PROVIDED BY THE AGENCY.

NAME OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE		SIGNATURE OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE	
UNIT	AGENCY	IMS CODE	
ADDRESS	ZIP CODE	DATE	TELEPHONE NUMBER EXTENSION
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Notification of Registration Confirmation

When signed by the authorizing person and initialed by the CALSTARS Coordinator, this form confirms the registration and authorizes the participant's attendance in the class described above. Most agencies consider a training day a full work shift and temporarily reassign critical tasks to others during the training period. A Welcome Letter will be sent to each participant fourteen days prior to the first day of training.

A copy of this form confirming registration will be sent to the participant at the address provided above.

Do not write below this line: TO BE COMPLETED BY CALSTARS COORDINATOR

	DATE ACCEPTED	UNABLE TO ACCOMMODATE	PLACED ON WAITING LIST	COORDINATOR'S INITIALS
1ST CHOICE				
2ND CHOICE				
3RD CHOICE				

CLASS LOCATION		<input type="checkbox"/> Department of Finance, 915 L Street, Cypress Rooms, Sacramento <input type="checkbox"/> Other	
ATTENDED SCHEDULED TRAINING	DID NOT ATTEND SCHEDULED TRAINING		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> CANCELLED ON:	<input type="checkbox"/> DID NOT SHOW	<input type="checkbox"/> LATE CANCELLATION <input type="checkbox"/> INVOICE